



State of Tennessee Department of Children's Services

Administrative Policies and Procedures: 5.4

Subject: Training Records

Supersedes: DYD 4.1, 07/01/98

Local Policy: No

Local Procedures: No

Training Required: No

Approved by:

Effective date: 07/01/98

Revision date:

Application

To All Department of Children's Services Employees

Authority: TCA 37-5-106

Policy

A comprehensive training record for every DCS employee shall be maintained. This record provides employee, supervisor, and management information for planning and evaluating.

Procedures

A. Official training record

1. The Training Coordinator for each treatment facility, group home, region, and central office division will maintain an official training record for each employee during their period of employment or contracted service with the Department of Children's Services.
2. Each record will include the following:
 - ◆ Name
 - ◆ Assignment category (e.g. administrative, professional specialist, support, etc.)
 - ◆ Service-entry date
 - ◆ Annual training hours required

- ◆ An up-to-date chronological list of training completed during their period of employment with the Department of Children's Services to include pre-service, in-service, and out-service training workshops.

B. Verification of training

The employee, instructor, or Department of Personnel /Training Division will forward written verification of the completed training/education to the training coordinator. Verification includes, but is not limited to, the following:

- ◆ Original certificate of completion or official letterhead certifying completion;
- ◆ Title of training event;
- ◆ Date of training;
- ◆ Name and social security number of employee;
- ◆ Number of training hours.

Forms

None

Collateral Documents

None

Standards

None

Glossary

<i>Term</i>	<i>Definition</i>
<i>Assignment category:</i>	A category under which specific job classifications is grouped for the purpose of identifying required number of job training hours for a specific job classification.